

British Council Partner Schools

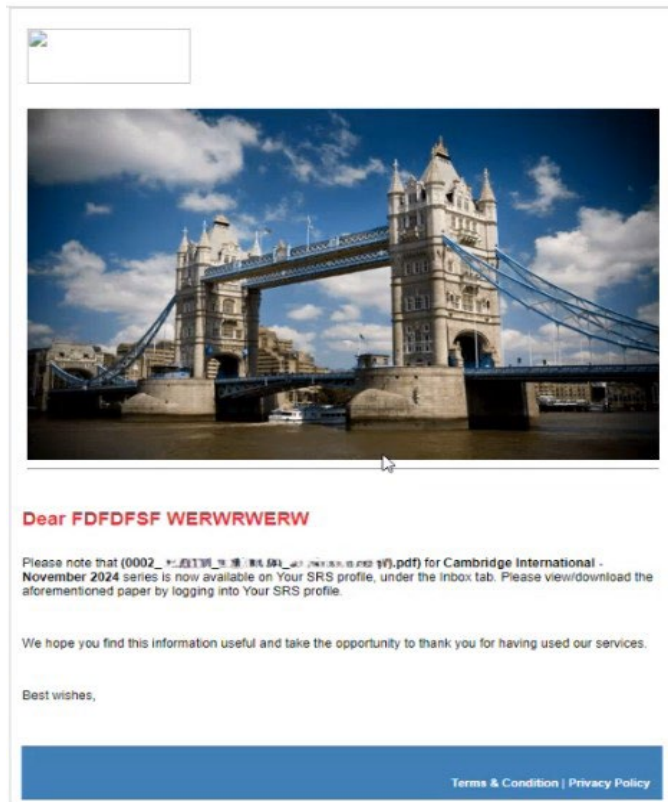
**How to download the Cambridge Electronic
Statement of Entry (ESOE) and Letter of
Admission for your Examination?**



Step 01

- Once the Electronic Statement of Entry (ESOE) and the essential document/s for the relevant examination series is released to the School Exams Registration Portal, the candidate is notified via the email as mentioned in the pictures below.
- Notification will be sent to your registered email. If you have not received an email related to your Statement of Entry prior 1 week of your first examination, please do contact the [British Council Colombo office](#) at your earliest.

For an example:



Step 02

Upon after receiving the email, please promptly log in to the School Exams Registration Portal (SRS).

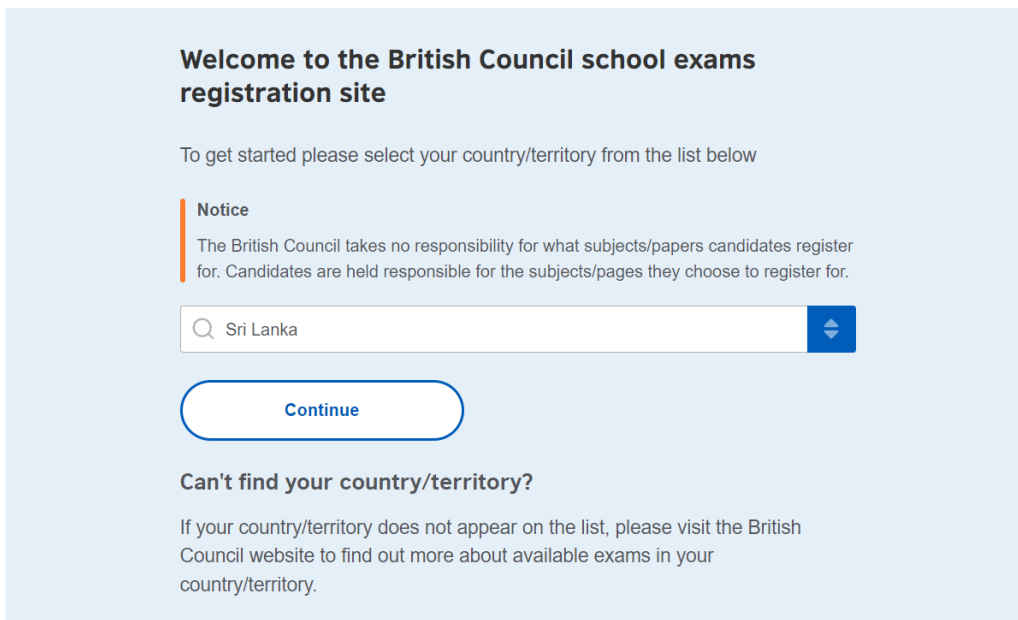
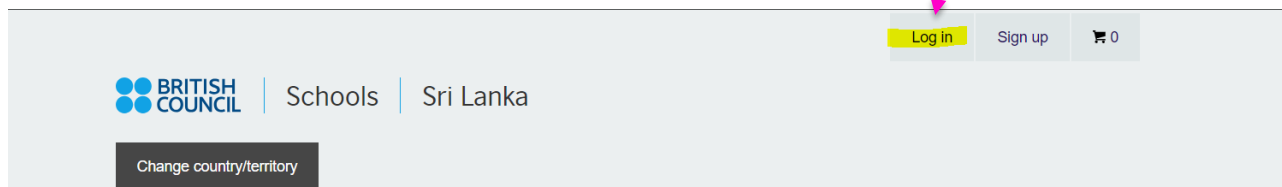
Links to the School Registration Portal :

- 1) Candidates can log into SRS via <https://schoolexams.britishcouncil.org/select-country>

Or

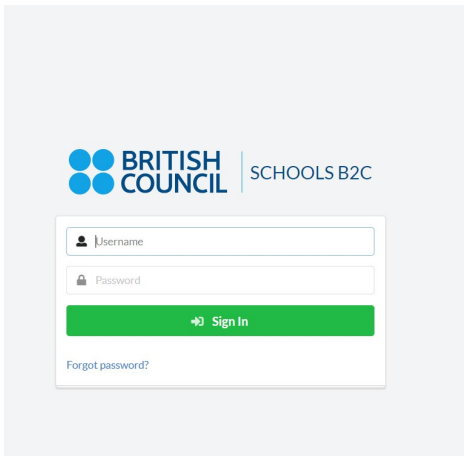
- 2) Candidates can login to the SRS profile via visiting our website <https://www.britishcouncil.lk/exam/school-exams/register/private-cambridge>

Path: Visit the website > Click on the Online Registration Link under step 1 > then you will be directed to the below page > Click on the 'Log in' icon.



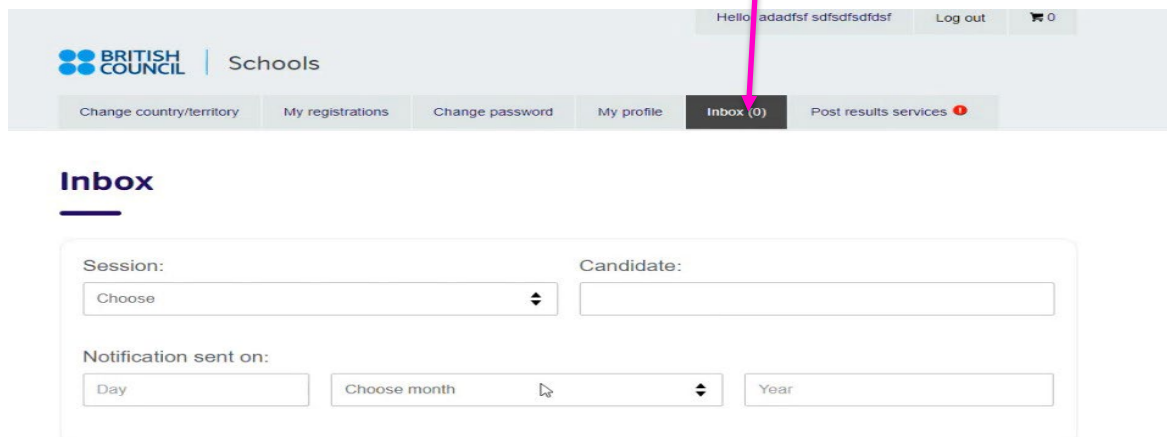
Step 03

Log in to your profile using the registered email and password.



Step 04

Once you successfully logged into the portal, click on the **inbox tab** in the top right corner, as shown in the image below.



You should be able to view the below documents through the **Inbox** for the registered Cambridge session.

Electronic Statement of Entry / Letter of Admission / BMICH Hall Breakdown

Note: The following documents will be emailed to the candidates (only if applicable). You should receive the below mentioned document via the email address schoolexamsadmissions@britishcouncil.org

- Access Arrangement Outcome letter, IT practical letters, Science practical letters and Exam hall breakdowns only if applicable.
- The above mentioned documents will be emailed to the registered email address prior 1/2 weeks of your examination.